



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS SIGNATURE ENTRANCE

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

_____ 1. Completed Plan Review Application with “Signature Entrance” checked. All blanks must be filled in.

- The owner’s signature is **NOT** required.

_____ 2. Two (2) copies of the Signature Entrance Plan .

The plan must clearly identify the location of the signature entrance wall or fence adjacent to the subdivision lots or the multi-family development. The plan must show the detail of the signature fence / wall and any proposed signs. All dimensions for the signature fence / wall and setbacks from the property line, dwellings and driveways must be shown.

Plans 24” x 36” must be folded accordion style into four sections then tri-folded (9” x 9” maximum) with the lower right corner showing.

_____ 3. Fee of \$80 in cash or check made payable to the Louisville Metro Finance. All checks must have a current address and phone number.

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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For Staff Use Only

Date: _____ Staff: _____ Docket #: _____

Do not accept application if required materials are not submitted

- _____ 4. **If the above information and materials are submitted**, complete the following information in the Signature Entrance Log (Path is G:\Logs\ Signature Entrance.doc). Indicate the, Subdivision Docket Number (or Zoning Docket Number for multi-family), subdivision or project name, address, intake staff and date received.
- _____ 5. Fill out a receipt (\$80 in Misc. Fees), sign it, and give it to the applicant. Put the docket number on the bottom left of the check, stamp the back with the endorsement stamp and put in envelope in the file cabinet. Put money in cash drawer.
- _____ 6. Stamp the date received on each page of all materials submitted.
- _____ 7. Write the docket number in RED in the lower right hand corner of each page.
- _____ 8. Please put the materials in the In-Coming Application Tray.

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